

# TECHNOLOGY TIMES

*“Insider Tips To Make Your Business Run Faster, Easier And More Profitably”*



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## One Of Your Employees Had Their Smartphone Stolen ... Quick, What Do You Do?

Over the last couple of months, we've come across some alarming statistics that you should know. Studies show that as many as 16% of smartphones are lost or stolen each year with only 7% of the stolen devices ever being recovered. Despite the fact that 60% of the missing smartphones are deemed to contain sensitive or confidential information, 57% of these phones were not protected with available security features, leaving the company exposed! In fact, only 14% of companies currently have a mobile-device security policy in place. The bottom line is, no matter how careful your employees are with their smartphones, losing a smartphone (or having one stolen) is likely to happen to you or your employees at some point in time.

In the hands of even a relatively unsophisticated hacker, all of your smartphone information can quickly be siphoned off. And time is of the essence for taking action. Criminals will remove the battery of your phone to prevent "remote wipes" of your data by your IT staff and then use a room without mobile access to break into the phone. This is akin to giving a thief the key to your data and the code to deactivate the alarm.

Asking employees to be more careful is a good step in the right direction, but accidents happen and thieves are always on the prowl. That's why it's so important to take measures to lock down and secure any mobile devices

you and your staff use to access your company's network.

Here are just a few steps you can take now to be prepared:

**Strong Passwords.** Enforce a strong mobile-device password policy and make sure your employees can't leave devices unlocked and vulnerable.

**Enable Device Wiping.** Prepare to be able to wipe both company-issued and personally owned devices that access company data. Make sure your employees are signing off on this before they add company data to their phones.

**Have A Plan In Place.** If a phone is lost or stolen, act quickly! If you happen to find the phone again, then the data can likely be replaced; however, stolen data in the hands of a criminal can rarely ever be taken back!

Consider enforcing an Acceptable Use Policy for your employees to think things through and understand the responsibilities/protocols when working with company devices.

Want help in developing an Acceptable Use Policy for mobile devices?

Call us at **403-451-0123** or email the BlackBox Connections team [ask@BlackBoxconnections.com](mailto:ask@BlackBoxconnections.com)

# 6 Quick Tips To *Finally* Organize Your Out-Of-Control Inbox

Much like laundry and bills, no matter how much you try to keep up, e-mails just keep piling up in your inbox. E-mail is a critical part of your day-to-day work, so how do you keep it from becoming a distraction while balancing the things you really need to address? Here are 6 tips...

- 1. Zero your inbox.** Do you remember the last time your inbox was empty? Probably never; that's because it costs nothing to keep an e-mail and therefore you don't delete items "just in case" you need them at some point. This really causes messages to pile up FAST. Truth be told, you really DON'T need all those e-mails. Make it a goal to "zero" your inbox every week, particularly on a Friday before you leave for home. If you can't "zero" it, at least get the number down to fewer than a dozen critical messages you absolutely need to work on within the next 2-3 days.
- 2. Use folders sparingly.** Only set up key, strategic folders or you'll end up with dozens of folders filled with messages in addition to a massive number of messages in your inbox. You might keep one labeled as "storage" for any non-urgent messages that may need to be referenced at a later date. This keeps your inbox free of clutter and helps you more easily find something in an old message when it is needed.
- 3. Delete first, read the surviving messages later.** Many of the e-mails you get probably aren't even worth reading. Start your day by immediately deleting these emails before you even start to open and read the important ones.
- 4. Take action immediately.** Probably the most helpful way to keep your inbox uncluttered is to take action right away on all messages instead of reading them and then going back to them later when you have time to process the message properly. By taking action right away you avoid wasting time re-reading messages. If it does require a follow up that you don't have time for, file the message and mark a reminder to follow up. Otherwise forward it, delete it or file it into a folder
- 5. Slow your roll.** Your e-mail can be a constant distraction through your workday, IF you let it! Take control and set aside "e-mail free" time periods throughout the day so you can truly concentrate on projects without interruption. The world won't stop if you don't check your email every few minutes, I promise.
- 6. Install a GOOD spam filter.** The vast majority of messages are unwanted spam, some of which contain viruses. But not all spam filters are created equal!

## For companies of all sizes, the threats from within are an ongoing concern and the hardest to predict.



Take a look around your company, and you will see one of the biggest IT security threats you face—the people you work with. Even the most well-intentioned employees who are the biggest advocates for your company risk leaking sensitive data or inadvertently letting in malware that can wreak havoc on your network and systems.

With employees using multiple devices—often in multiple locations—your IT department faces the challenge of monitoring a perimeter that is a moving target. But there are steps you can take to ensure that you're protected.

**Claim Your FREE Copy of our Foolproof Employee Security Checklist Today!**  
email us at : [ask@blackboxconnections.com](mailto:ask@blackboxconnections.com)

## Facts About Valentine's Day



On Valentine's Day every year, there are at least **36 million** heart shape boxes of chocolates sold.

On average, men spend double the amount of money on Valentine's Day gifts than women spend. The average amount a man spends is **\$130**.

There are enough candy hearts made each year to stretch from Valentine, Arizona to Rome, Italy, and back again. The number of these candy hearts produced is approximately **8 billion**.

There are approximately **50 million** roses given on Valentine's Day around the world.

Women tend to buy approximately **85%** of all the Valentine's Day cards sold.

Valentine's Day is the **second** most popular day of the year for sending cards, second only to **Christmas**.

**HAPPY VALENTINE'S DAY!**

## The Importance Of Focus

There are songs about it (think "One" by U2), there are stores named after it (think Pier 1 Imports), and every sports team on the planet says it is number one after an exciting victory. It's good to be number one.

Now think about "two." There are few songs about number two, fewer stores, and I don't believe any team marches around proudly cheering, "We are number two!"

We all know intuitively that being number one means you are the best. And every single entrepreneur in this world aspires to be the best at something. Yet somewhere between our entrepreneurial intuition and our business brain, we lose the focus on being number one.

Instead of excelling at one thing, we think it is "logical" to be offering more and more things to more and more people. We try to become a "one-stop shop," and ultimately our customers just hear the "middle part" and STOP. This leads our business to become a blight of mediocrity.

It doesn't matter what business you are in, your success lies in your ability to become number one. The formula to becoming number one is pretty simple – just do one thing better than anyone else. Not a few things, not a lot of things – just do ONE THING better than anybody else and focus on that. Here are the three things you need to get there:

**1. Stop Thinking You Can Do It All** – You probably can do it all. You just can't do it all well. Successful entrepreneurs focus in on the one thing they are best at and devote themselves to mastery of it. The rest is

assigned to others through partnerships, contracts and colleagues.

**2. Be Bold** – When you discover what you are great at. You need to put it out there, BIG TIME. The most important differentiator between the "number ones" and everyone else is that they don't care what all the other people think about them. They care only about what they know to be right, and then put themselves out there unabashedly. When the minority responds feverishly and enthusiastically to your boldness, you have the most significant indicator that you are number one in your niche. Over time that minority will become the majority. Audacity is often the only thing that separates two equally talented entrepreneurs.

**3. Teach It** – Masters share knowledge. The more you teach, the more you learn about what you are teaching. Others will gain knowledge from you, but also will gain respect for your expertise. As people come to appreciate your abilities, they will crown you king, and all the riches go to the king.

Build a business and be an entrepreneur who is driven to be number one. No longer worry about what the competition is doing, and no longer think about how you can bring in a few more dollars by "just doing a few more things." Instead start worrying about what you are doing to be unique and different. Instead start thinking about the one thing you can do to bring in a king's ransom. Just be humble, for Pete's sake, [don't brag to the world](#) that you are number one... that won't serve you well.



# Top Time Saving Tech Tips

**Time is Money and Money is time - Try these awesome working tips to save you time!**

**Scrolling up and down on a website** Instead of using the mouse, press the space bar to scroll one page down, and hold the shift key + space bar to scroll up a page.

**Filling in online forms** - When you are required to select a City from a drop-down list, type in the first letter of the City and keep pressing the first letter to scroll through all the options that begin with that particular letter.

**Changing text size on a website** - To increase the size of the text on the screen, hold down the "Ctrl" key and hit the "+" key simultaneously until you reach the desired text size. To decrease text size, hold down the "Ctrl" key and hit the "-" key simultaneously.

**Selecting text** - Rather than using the mouse to select, delete, or move text in a document, use these time-saving tips instead:

- Highlight a word: Double-click the word.
- Highlighting a paragraph: Triple-click to select all the text in a given paragraph.
- Deleting words: Don't delete word by word. Highlight and type over the entire text.

## How To Keep Your Work and Your Personal Issues Separate

Don't go anywhere near Bob's office today, he's on a Rampage."

You've no doubt heard that, or something very like it. The phrase comes up most often when someone is having a tough time keeping their personal life separate from business. This is hardly a new phenomenon. If anything, as the speed of business continues to accelerate, hours grow longer and the lines continue to blur between work and home life. Whole books have been written about the struggles of maintaining a proper "work/life balance."

It can be a challenge, no doubt, but the good news is that there are some simple things you can do to get your head on straight and re-center yourself if you, or those around you begin to notice that you're taking your personal life frustrations out on the people you work with.

### Unplug

The first solution is probably the simplest. Just get away from the office for a while. Take half a day. A day. Whatever you need. Your company needs you at your best, so be good enough to yourself and those around you be certain you're giving them your best. regroup, so be it.

### Find A Trusted Confidant

While you may be friendly with many of the people you work with, you may not be close friends with them. Because of this, it's generally not a good idea to confide in someone in the office about the things that are bothering you at home. Not to mention the fact that it could wind up complicating your working relationship in unexpected ways. Even so, sometimes you need someone to talk to. Find someone. If you don't have any friends, make some. It's important.

### Set Aside A Little "You Time" Every Day

If you can't afford to take a full, or even half a day off, at least give yourself some space and "alone time," every single day. It doesn't have to be long, but it's important that you have at least a little space to decompress in. Spend ten minutes a day meditating, or listening to your favorite music with the door closed, or just sitting there, in your chair, with your eyes closed. Whatever form it takes, you need a little time for yourself, every single day.

Maintaining a good work/life balance can be tricky, but it's something you've got to work at. You'll drive yourself, and possibly those around you crazy if you don't.!